

Hints on filling in the application form



Some parts of the form have a simple box for you to fill in. If you see a red asterisk, this means the box **MUST** be completed.

Postcode: *

Other parts have a box asking you to make a choice from a drop-down list. The list will be revealed when you click on the little black arrow on the right. You just click on the answer of your choice.

Which browser do you use? * -- insert browser name --

-- insert browser name --
-- insert browser name --
Internet Explorer
Firefox
Opera
Other

Click!

Then there are questions that require a tick in a box for “Yes” - like this one.

Do you have broadband?

All you do is click in the box and the tick will appear. If you change your mind, a second click will make it disappear.

Do you have broadband?

At the end of the form you will see something like this.

Enter - in the white box below - the letters you see here in the yellow box

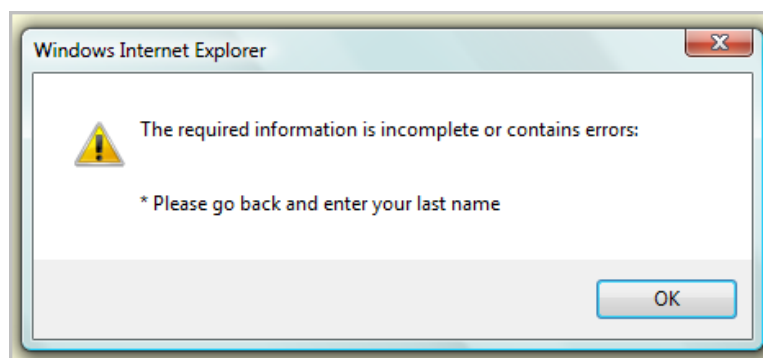
click for a new set of letters

Enter the letters here:

Type the letters you see here into this box here. This is a security measure.

Click here to get a new set of letters if you can't read the ones offered to you.

NOTE that at times a message window may pop up to let you know that you have made some kind of mistake. It will look a bit like this:



NEXT, PAYMENT

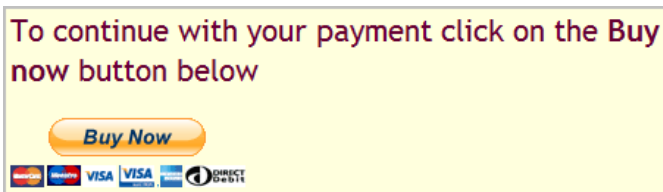
PAYMENT

After successfully completing the application form, you will be taken into the payment process for the membership fee. To begin with, you will be offered the following choice:

1. [Pay by credit card](#)
2. [Contact us to arrange an alternative.](#)



Assuming that you click on No.1 to pay by credit card, you will be taken to a page called **Payment Page**. This page contains notes only, and should be read through carefully, but you do not actually make a payment at this point. When you are ready to continue, you will need to click on the **Buy Now** button (see illustration).



Following this action, you will be making your payment, either directly by credit card or using PayPal.

Once this is done and your payment has been accepted, you will see a receipt on screen (and a copy will be sent to your email address). You can then click on the button illustrated below:

[Return to Virtual University of the Third Age \(vu3a\)](#)

This will bring up the following message:

Thankyou for your payment. We will be in touch as soon as it is confirmed (perhaps a day or two).



You will need to check your email for the next step. Not immediately, because a little time is necessary to validate your payment.



AFTER PAYMENT: CREATING A vU3A.PBWORKS ACCOUNT

When the Virtual U3A was in the design stage, the team of developers knew that it would have to have a 'home', a base of some kind, where vU3A members could meet, work together, communicate with one another and generally associate, just like in any 'terrestrial' U3A but, in this case, online. **PBWORKS** was chosen as the vU3A's 'home' and what you will be doing next is creating an account with our vU3A pages hosted by PBWorks.



If ever you would like to read up on pbworks, just visit <http://pbworks.com/features.wiki> but, for the moment, please continue with registration.



You have checked your email and you should have found an email from one of the vU3A's Administrators inviting you to **Set up your account**. Anything up to a few days may elapse before you see this email, while your payment is being validated.

When you do receive the email, it will look something like this:

The screenshot shows an email from **mikandel@btinternet.com** with the subject **mikandel@btinternet.com has invited you to join their workspace, vu3a**. The sender is **Mike Williams**. The email body contains the following text:

- mikandel@btinternet.com** has sent you an invitation to their workspace.
- We've prepared an account for you to log in:
- Username: harrdav1937@gmail.com
- Password: (choose your own)
- [Log in here.](#)
- Thanks,
Your PBworks Team

Two callout boxes provide instructions:

- A callout pointing to the email address **mikandel@btinternet.com** says: "Your own email address appears here."
- A callout pointing to the **Log in here.** link says: "All you have to do is to click where it says 'Log in here' But read this first!"

Three red arrows point downwards from the bottom of the callout boxes.

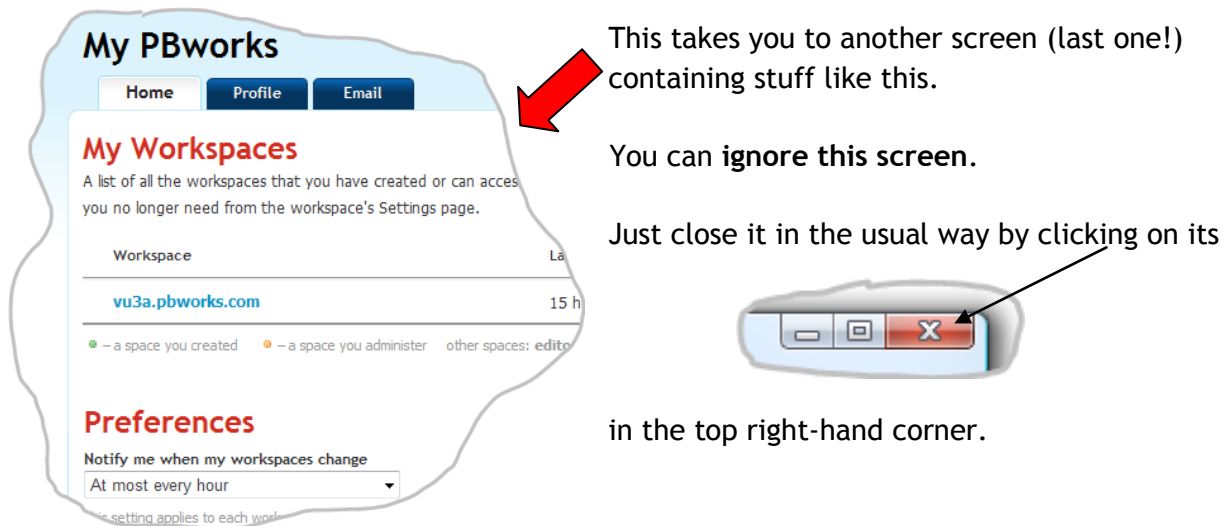
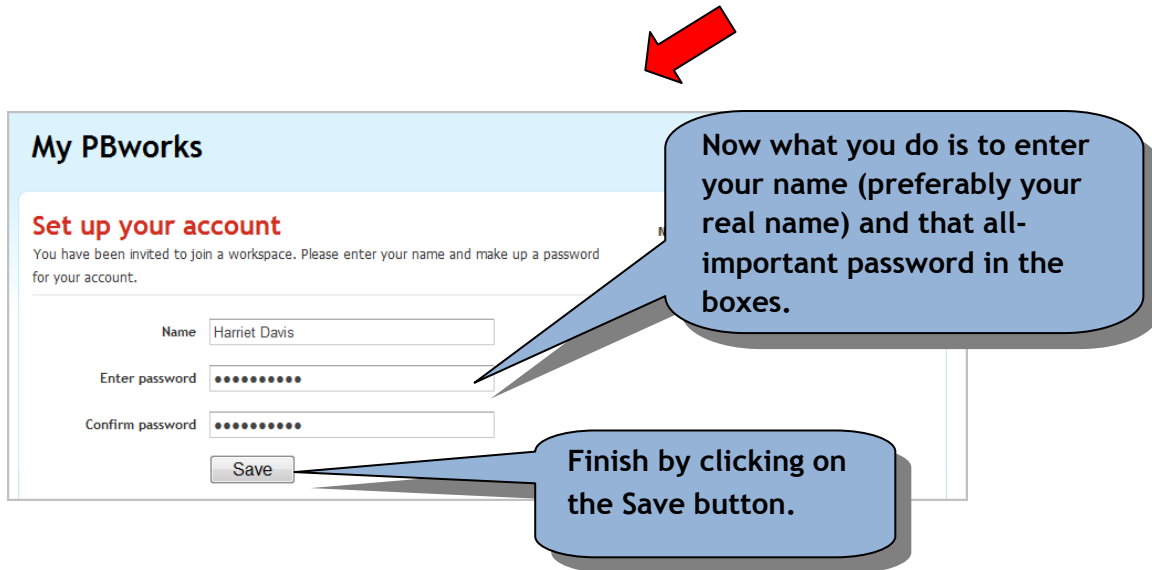
The next step is the important one because you will be asked to enter a password of your choosing. **This is the password that will allow you to access the Virtual U3A online** for as long as you wish to remain a member.



IT IS VITAL THAT YOU REMEMBER THIS PASSWORD because we have no way of knowing what it is or of changing it for you.



So, you clicked on [Log in here](#) in the previous screen and this is what came up.



This will take you back to where you started, namely your email program. Close your email program.

Congratulations! You are now ready to start exploring the Virtual U3A.



Go to <http://vu3a.pbworks.com> and log in, using your email address and the password you chose for the vU3A (the one you haven't forgotten!). There you will find some more Notes like these to help you find your way around.

Use your browser's BACK button to return to the Application Form